

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: LGL 222 **Credits:** 3

Course Title: Information Technology for the Paralegal

Course Description:

Provides extensive instruction on technology in the law office, including word processing tools, spreadsheet programs, database management systems, office management programs, case management programs, electronic mail, the Cloud, litigation and trial software, and the use of the Internet in the practice of law. Prerequisite: ITE 152, LGL 125, or faculty approval. Lecture 3 hours. Total 3 hours per week. 3 credits

General Course Purpose:

The course is designed for students to learn and apply the use of information technology in the legal profession. Knowledge of computer concepts and applications alone is not adequate for the paralegal in today's law office.

Course Prerequisites and Co-requisites: